

TOWN OF HARTLY
P.O. BOX 181
HARTLY, DE 19953

MEETING MINUTES
Thursday, April 14, 2022

I. Call to Order and Roll Call

Meeting was called to order by Mark Maguire at 7:04 PM.

Council Present:

Mark Maguire	Robert Graves
Suanne Morris	Megan Raughley
Tardy: Ray Morris	

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation; Mark led in the Pledge of Allegiance.

III. Approval of Previous Meeting Minutes and Tonight's Agenda

Suzanne motioned to approve MMs and tonight's agenda be accepted, Megan 2nd approval of February 2022 Meeting Minutes and April 2022 agenda. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

IV. Reports

a. Treasury

i. Citizens Bank Account

Ending balance as of 3/31/2021 at \$12,350.97. After a recent deposit, the total ending balance as of today is \$14, 653.27. Savings Account: Reported balance 3/31/2021 balance of \$60,008.26.

ii. Restitution from Richie Casson

October 2021 check still outstanding; Suzanne reached out to the Prothonotary's Office for an update. Checks received for January, February and March 2022 leaving an outstanding balance of \$83,526.50.

iii. Delaware State Police Accounting Record

Suzanne reported a \$29.00 check received just prior to the meeting and will be deposited within the week. It is from a citation issued in 2017.

iv. Property Tax and Street Light Tax

Suzanne reported several properties are still outstanding since 2021 or prior; total outstanding balance = \$7,072.55

Megan motioned, Rob 2nd, to accept the Treasury Reports. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

b. Building Permits

Rob reported no new permits have been issued; Mark will need a permit, Rob will handle prior to meeting end.

c. Correspondence

Suzanne reported she has the Municipal Street Funds paperwork prepared for Mark to review and sign this evening.

V. Unfinished Business

a. Sidewalks (TAP)

Mark reported he signed the agreement with the State of Delaware and a contract has been awarded to the same company that completed Phase 1. Mark expressed concerns and the DelDot Representative provided that the company has been improving since the last project and they will be better equipped to complete this phase. Projecting May to August for the project timeline. Elementary School, Daycare, Early Learning Center and Volunteer Fire Company have all been made aware of the upcoming project.

b. Street Light Update

Rob reported no new update

c. Town Police update

Mark reported he spoke to the chief of Selbville regarding the vehicle; they are pending receipt of their new vehicle to release the vehicle for sale to us; the Commissioners have already agreed to the purchase and agreed upon price. Mark would like us to complete the job posting for an officer and get an SOP written for expectations to be in writing. Mark has 2 town chiefs willing to sit on the interview panel to assist in choosing a candidate. Suzanne had questions regarding the process for hiring, payroll, etc. Insurance will need to be updated and we will need to get information for the accounting company to assist with the payroll for the officer. Suzanne asked for clarification on what the funds collected from tickets, etc can be used for; we are awaiting the lawyers response to

confirm what we can/cannot use the funds for. Mark advised the laws are written by and enforced by the State of Delaware.

d. 2020 Comprehensive Plan Committee Update

Suzanne reported there is no update at this time.

e. Land and Zoning Use Plan Update

Suzanne had questions on the information within the proposed plan regarding lot sizes and road frontage. She suggests changing the lot size minimums to 6,500 square feet (approximately 50x130 lot), to ensure that all current lots with a dwelling, business, etc., in the event of a catastrophic event, would be granted approval to rebuild. Rob advised all existing building, business or new construction needs to be approved by the Commission to ensure all minimum requirements are met and agrees there should be some form of Grandfathered approval to be written for existing dwellings/businesses.

- Ray arrived at 7:43 PM

Mark requests that we discuss businesses to avoid “like” businesses being brought into town. Rob advised to review the proposed plan as he thinks there is something already written to this effect; his suggestion is for the proposed plan to include all businesses requiring approval whether a new building or existing building.

f. Evaluation of Cell Tower Agreement with HVFC

Megan will check the archived notes to confirm if the 2021 invoice was released and draft necessary invoices for 2021 and 2022 to provide to the President of the Volunteer Fire Company.

g. Promotional/Marketing Purchase Update

Suzanne reported no update at this time.

h. Microsoft 365 Business Update

Suzanne reported no update at this time.

i. American Rescue Plan Act 2021 Update

Suzanne advised that information on spending needs to be provided by the end of this month.

j. Triangle Security Camera and Maintenance Update

Mark reported the MOU has been written and the HVFC President signed the agreement. Mark will get a copy to Megan for archives. The Town is responsible for maintaining unless a Third Party is at fault.

k. Vacant Building/Defaulted/Abandoned Properties Update

Suzanne reported Swyka paid; Roger Davis returned a response stating it is used as storage for his business. Per the ordinance, he will need to provide proof of occupancy in the form of continual electric, gas, heating, water and/or sewer services. Megan will draft a response letter to the resident.

The property on Arthursville Road that is part of an Estate still being settled has overpaid taxes so she will not be pressing that property at this time.

I. Grass Maintenance Updates

Rob reported he made contact with Ethan Vogel from Luxury Lawns to initiate the 2022 cutting season. Mark advised we will need to begin requesting bids from vendors in October 2022 for future grass maintenance needs.

m. Town Elections 2022

Suzanne reported both she and Ray, the incumbent Commissioners, ran unopposed and have completed their necessary filing of the Certificate of Intention form with the Office of the State Elections Commissioner.

n. DelDOT 3-Way Stop Update

Rob reported the 3-Way Stop signs were placed on 4/13/2022. Mark advised there have been hostile opinions on social media forums and he asks that no replies be released by the Commissioners.

o. Other unfinished business as may be necessary for discussion and/or action

None to discuss

VI. New Business

a. Verizon Cell Phone Discussion

Suzanne reported that the Town phone will need to be updated by the end of this year to meet the new 5G requirements. Mark asked if we are able to take advantage of any government deals given that we are a municipality and will have an incoming officer. Suzanne will research options and bring information for decision to the June 2022 meeting.

b. Check Received in Error

Suzanne reported we received a check addressed to the Town but not written out to the Town for 158 Main Street; Rob will hand deliver and Megan will draft a receipt to be signed by the resident.

VII. Public Comment / Council Member Comment

None

VIII. Adjournment

Megan motioned Rob 2nd to adjourn at 8:17 PM. Motion carried.

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris	X			

